

# **Admissions Procedures for Cohort and In Year Admissions**

**Admissions and Attendance Team**

**Quality and School Improvement Division**

**Children's Services**

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## **Pan-London co-ordinated admissions system Reception and Year 7**

This document outlines the admissions procedures in Barking and Dagenham for Cohort admissions to Reception and Year 7, and also for Casual or In Year Admissions. It is the policy of this local authority that all children should access appropriate educational provision as soon as they are entitled to do so.

These procedures clarify the systems to support and facilitate access to school places.

Every year, thousands of pupils living in London transfer into Reception classes and to secondary schools, crossing borough boundaries to do so. All 33 London boroughs, together with five councils bordering the capital, now co-ordinate admissions to their Reception and secondary school places. Under the co-ordinated system, parents can only receive one offer from their borough or council.

Under the Pan-London co-ordinated admissions system, all parents will list the schools they want to apply for on one form (the common application form), ranking them in their order of preference. This is important as **only one school place will be offered and this will be from the highest-ranked school able to offer the child a place.**

Parents will then return the form to the council in the area where their child lives. All the councils in the Pan-London co-ordinated admissions system will then use a computerised process to:

- pass on details of applications for schools in other council areas; and
- co-ordinate the offer of places to make sure that nobody gets offered more than one school place.

The decision on whether a place can be offered will be made by the admissions authority for each school listed on the application form. If a school is oversubscribed (receives more applications than available places), the admissions authority will use its published conditions (admissions criteria) to decide the order in which to offer places. Unless the published admissions criteria of the school say so, councils will not pass on details of where the school was ranked and will not tell a school about other schools a parent has also applied for.

**It is important that parents rank the schools in true order of preference.** The councils will consider all the applications for each school and work out which pupils could be offered places. They then keep the highest preference offer on each parent's form and release all other lower preferences. These places are then offered to other parents who do not have a school place for their child. Councils will write to parents (who applied by the closing date) and tell them the results of their application.

## What Parents/Carers need to do

- 1 Collect information to help decide preferences.
- 2 Go to one of the admission meetings listed within the Admissions booklets. These meetings will give parents independent advice about the admissions process.
- 3 Visit the schools to see what they can offer. The times of open days and evenings in Barking and Dagenham schools can be found in the Admissions booklets.
- 4 Fill in the common application form and list preferred schools in ranking order and enclose proof of address where necessary. Parents must fill in any supplementary forms for any schools that ask for this.
- 5 Finally, send forms to the local authority (LA) or schools before the closing dates.

### Families resident in Barking and Dagenham

Families living in the London Borough of Barking and Dagenham will need to fill in the common application form (CAF). Parents can either:

- apply on-line at [www.barking-dagenham.gov.uk/admissions](http://www.barking-dagenham.gov.uk/admissions); or
- download a paper form from our website.

Parents will then need to list up to six secondary schools/three primary schools on the CAF in the order they prefer. They must list all the schools they want to apply for on the Barking and Dagenham CAF, even if these schools are located outside the borough.

The admission criteria of schools outside Barking and Dagenham will be different from the Barking and Dagenham schools, and parents may need to fill in other forms (supplementary forms). It is strongly recommended that parents contact the relevant admission authority (local authority or school) for more information. Please see the Admissions booklets for more details.

Once parents have filled in their form, it must be sent to the local authority by the closing date specified in the Admissions booklets (The Road to Learning/The Right Secondary School).

If the child goes to a Barking and Dagenham primary or junior school, parents may return the form to their child's school, but must do so a week before the closing date.

After the closing date we will process all the applications we received by the closing date. If there are more applications for a school than there are places available in that school (that is, the school is oversubscribed), we will use the admission criteria to decide which applications are successful. These are found within the Admissions booklets.

**Parents are encouraged to read and understand these criteria and check how places were distributed at each school last year.**

It is important that parents rank the schools in true order of preference. If we can then offer the child a place at two or more of the schools that have been listed, we will give the child a place at the one ranked the highest of these schools. We will then exchange all potential offers with other councils until we can make a single best offer to the parent.

Parents have a right to appeal if we turn down their application. The appeal is organised by the admission authority for the school. If the school is a community school, the admission authority is Barking and Dagenham. If the school is a voluntary aided school (in Barking and Dagenham, this is All Saints Catholic School and Technology College and seven Junior/Primary schools as identified within the Admissions booklet) the governing body is the admissions authority.

If parents decide to appeal for a place at a Barking and Dagenham community school, they must fill in and return the appeal form which will be sent with results letter. If they decide to appeal for a place at All Saints Catholic School and Technology College or any other voluntary aided school, they must contact the school directly.

If they are not offered a place in a school they applied for outside Barking and Dagenham, and they want to appeal for that place, they will need to contact the relevant admission authority (local authority or school) for more details.

**Proof of address**

We work hard to avoid fraudulent applications. To do this, we need to check where parent and child are living. We already have these details if the child is at a Barking and Dagenham primary or junior school. However, we will need proof of parent and child's current address if:

- the child's address on the application form is different from the address the child's Barking and Dagenham primary or junior school has on their records (as of 13 July 2007); or
- if the child goes to a primary or junior school outside the borough.

In either of these cases, we will need a photocopy of the most recent Council Tax bill or a copy of the tenancy agreement as well as a photocopy of the Child Benefit book or a letter from the Benefits Agency. The name of the child, and the parent's name and address on both these documents, must match the information on the application form.

**Children in care**

If a child is in the care of a local authority, we must also receive a letter from the social worker confirming the legal status of the child and the local authority that the child is in the care of. The letter should also provide the reasons for the preferences of the schools that have been listed.

## **Families resident outside Barking and Dagenham**

Each local authority (LA) is responsible for educating children of school age (five to 16) living in their borough or county. If a family does not live in Barking and Dagenham, they need to have read the Admissions booklet from their borough or county.

They will need to fill in the common application form (CAF) provided by their borough or county. **They can list Barking and Dagenham schools on that form.**

They must return the CAF to their borough or council by their closing date. This date may be different from the Barking and Dagenham closing date.

## Applying on-line

Parents can apply for a school place on-line.

Go to [www.barking-dagenham.gov.uk/admissions](http://www.barking-dagenham.gov.uk/admissions)

The benefits of applying on-line include the following.

- It's quick, safe and secure.
- If parents want to change their application, it is easier and quicker to do this on-line.
- Parents will be sent an e-mail confirming that we have received their application.
- Parents find out the results of your application before they receive their letter.

Parents can record the username or e-mail address and password they have used to make their application. It is important to keep this information. Without it they will not be able to go on-line and see which school place we have offered their child.

Username or e-mail address

Password

They should also record their application reference number. This is their receipt to show that they have successfully submitted (made) their application.

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## **The admissions process**

### **How we use preferences**

We process all applications using the equal-preference model. This is explained below.

- We consider each of the preferences as if it were the only preference.
- For each of the preferences, we use the admission criteria to see if we can offer the child a place.
- If we can then offer the child a place at two or more of the schools that parents have listed, we will give the child a place at the one ranked the highest of these schools.

## Admission criteria

### Admission criteria for community schools in Barking and Dagenham in order of priority

Priority 1: Children who are in the care of a local authority.

Priority 2: Children who have a sibling (brother or sister) in Year 11 going to the school at the date that child is due to start (please see important notes one and two below).

Priority 3: Children who live closest to the school, measured by the nearest available walking route using recognised footpaths, byways and public highways which are adopted, numbered and maintained by our Highway Department.

### Important notes

- 1 Brother or sister means a full, half, step, adopted or long-term fostered child living at the same address as named on your application form.
- 2 For 2008, only brothers and sisters at the school in Year 11 at the date the child starts will be considered for this criterion. The local authority (LA) will not use the 'sibling' criterion from 2009 onwards.
- 3 The child's home is the permanent address where they live with their legal guardian and where Child Benefit is addressed.
- 4 The distance measured from the child's home to secondary schools with split sites will be measured to the main site, using SIA's measuring system Smart. The main site is the entrance through the main door at the upper site where the head teacher's office is located. This measurement affects Barking Abbey and Robert Clack schools.
- 5 The measurement from home to school can only take account of the routes available at the closing date. This is because, where roads or route alterations are under construction, we cannot guarantee that the route will be ready by the time the children start school. Once the route is ready, we will measure applications made after that date (including appeals and requests for transport) using the new route.
- 6 Within any one criterion, we will use distance from home to school as a tie-breaker for pupils who have equal claim for a place.
- 7 We cannot consider other circumstances not listed in the criteria. It is essential that we are consistent in our judgement and use only those criteria that have already been agreed.
- 8 If we discover that we have given a child a place based on false, inaccurate or misleading information, we will withdraw the place and may take legal action.

## **Admission criteria for the voluntary aided school in Barking and Dagenham (All Saints Catholic School and Technology College)**

All Saints Catholic School and Technology College's main duty is to offer places to practising Catholics. The school will give preference to those who go to Mass most regularly.

In the criteria, every reference to 'Catholic' refers to someone who:

- is baptised or officially received into the Catholic Church;
- has, normally by the time they apply, made their first communion; and
- preferably goes to Mass every weekend and Holy Day.

The governors will first consider those Catholics whose Priest Reference Form (supplementary form) confirms they go to Mass most often, and apply criteria 1 to 7 in order. If there are then more places available, they will consider those Catholics who go to Mass less often and apply criteria 1 to 7 to them.

They will repeat this process until they have dealt with all Catholics who have applied. If there are still more places available, they will then apply criteria 8 to 10.

### **Admission criteria**

- 1 Children from Catholic families who are in care of a local authority.
- 2 Catholics living in the parishes of list A who will have a brother or sister in the school in any of Years 7 to 11 on the day of admission in September 2008.
- 3 Catholics living in the parishes of list B who will have a brother or sister in the school in any of the Years 7 to 11 on the day of admission in September 2008.
- 4 Catholics living in the parishes of list A who are currently on the roll of a Catholic primary school.
- 5 Catholics living in the parishes of list B who are currently on the roll of a Catholic primary school.
- 6 Catholics living in the parishes of list A.
- 7 Catholics living in the parishes of list B.
- 8 Other looked after children.
- 9 Non-baptised children of a Catholic parent whose application is approved by the parish priest of any Catholic parish.
- 10 Any other baptised children.

### **Admissions Criteria for Voluntary Aided Schools in Primary Phase in Barking and Dagenham**

Please see the criteria within 'the Road to Learning'.

These schools are:

St Joseph's Catholic Primary School (Barking)  
St Joseph's Catholic Primary School (Dagenham)  
St Margaret's Church of England Primary School  
St Peter's Catholic Primary School  
St Teresa Catholic Primary School  
St Vincent's Catholic Primary School  
William Ford Church of England Junior School

## Frequently asked questions

### **Why are there six secondary/three primary preferences? I want to choose one school.**

Under section 86 (1) of the Schools Standards and Framework Act 1998, we must make arrangements so that parents of children in our area can express a preference for the schools they would want their child to go to. Every year, more people apply for places at our schools than we have places available. In that situation, not everybody will be given a place at the schools they have asked for. We need information to help us offer you another school, and the more schools you list the greater the chance of this.

The schools on your form are your preferences – they cannot be your choices because we cannot guarantee everyone a place at any school. If everybody named the same school, we would not be able to increase the number of places there.

### **Simply naming one school or repeating the same school does not increase your child's chance of getting a place there, and may lead us to giving your child a place at a school you have not listed.**

The admission number of each school and the number of applications made for those places last year are shown on the statistical information on pages in the current Admissions booklets. This information will show you which schools are likely to be oversubscribed (receive more applications than there are places available).

### **What happens if my child is not offered a place at the schools I have listed?**

If you live in Barking and Dagenham and it is not possible to offer your child a place at one of your preferred schools, we will give your child a place at the nearest school to their home with a vacancy.

### **Do I have to prove where I live?**

If your child goes to a primary or junior school in Barking and Dagenham and you have not changed your address since the previous July, you do not have to provide any proof of your address as your child's school will confirm that information.

If your child goes to a primary or junior school in Barking and Dagenham and your address is different to the one registered at the school, you will need to provide proof of both your address and your child's current address. You will also need to provide proof if your child goes to a primary or junior school outside Barking and Dagenham. In these two cases, please fill in your form giving your current address. Enclose with your application a photocopy of your most recent Council Tax bill or a copy of your tenancy agreement as well as a photocopy of your Child Benefit book or letter from the Benefits Agency.

Please check that the name and address of the child matches the information you give on your application form and on the Child Benefit book or letter from the Benefits Agency. Similarly, the guardian named on the application must be listed on the Council Tax bill or tenancy agreement. If you change your address at any time in

this process, you must give us proof of your new address by sending us the above documents.

### **What does guardianship mean?**

If a child is not living with their natural parents and another adult is looking after the child, we need documentary evidence that you are the guardian and have parental responsibility for that child. Evidence includes a will or a court order and Child Benefit payments. Guardianship only applies if you can prove that you have full care and the normal, permanent home is not at their parents' address. Guardianship does not apply when picking up children to and from school, or looking after them until their parents collect them.

### **What if my child lives with both parents at two different addresses?**

When a child lives with their natural parents, legal guardian or foster parent, we will consider that address to be the child's normal, permanent home. However, when a child has parents who are separated, the parents may name only one address for the application process, but the other parent can be named and provided with copies of information we issue. If one parent has parental responsibility, we must receive documents to prove this and that parent's address must be used. If both parents have parental responsibility, we must receive documents to prove this. We will normally accept the parents' address used by the child's primary or junior school.

### **What happens if my child has a statement of special educational needs?**

Applications for children with full statements of special educational needs are processed by the Special Educational Needs Assessment and Review Team (SENART) and considered separately from other applications.

The Special Educational Needs Code of Practice says that schools must make sure that the review of the statement in Year 5 includes some planning for when the child is due to go to secondary school.

At the beginning of the autumn term in Year 6, SENART will write to you and ask you to fill in a form to express your preferences for secondary school. This will be a different application form from the one used for children who do not have statements. You must return it to SENART using the prepaid envelope provided. If the secondary school is named in part 4 of your child's statement, your child is given priority.

If you would like to discuss the secondary transfer of your child with a member of SENART, please phone 020 8227 3540.

### **What happens if my child has a disability?**

Most children with disabilities have their needs met in local mainstream schools. If your child has a disability (this includes physical, sensory (sight, hearing or speech) and learning difficulties), please fill in the common application form, giving the disability details on section 2. If your child has a full statement of special educational needs, you do not need to fill in the common application form.

### **What happens if my child is in the care of a local authority?**

We consider applications for children in the care of a local authority before we consider all other applications. If your child is in the care of a local authority, you must also include with the common application form a letter from the social worker confirming the legal status of the child and the local authority which the child is in the care of. The letter should also provide the reasons for the preferred schools you have listed.

If your child is in the care of a local authority and you would like to discuss the secondary transfer of your child with a member of the Looked After Children Health and Education Support (LACHES) Team, please phone 020 8227 5919.

### **How do I apply for a school outside Barking and Dagenham?**

If you live in this borough and would like your child to go to a voluntary aided, foundation or community school in another borough, you must list that school on your Barking and Dagenham common application form. Please apply on-line or return your CAF to the Admissions and Attendance Team by the closing date, otherwise we will not consider your application in the first round of offers.

It is important that you know the admission criteria for the schools you are asking for, and you may need to fill in supplementary forms and provide further information for these schools. Please contact the admissions authority (school or LA) of the school you have in mind. The current Admissions booklets list the contact details for all the local authorities in London. For details of other local authorities that are not listed, please see the Department for Children, Schools and Families (DCSF) website at [www.dcsf.gov.uk](http://www.dcsf.gov.uk).

If you live in this borough and you do not fill in the Barking and Dagenham common application form, you will not be considered for schools outside the borough, even if you fill in their supplementary forms.

### **How are places given?**

If we receive fewer applications than the standard admission number, we can accept all applications for that school. If there are more applications for a school than there are places available in that school, we use the admission criteria to decide which applications to accept and turn down. Please make sure you read and understand these criteria before you make your application.

### **Is my information protected?**

We may pass the information you give on the common application form to schools either inside or outside the borough or to other local authorities as part of the admissions procedure. We will also pass the information to the school your child finally goes to, where it will form part of the pupil database maintained by that school. We will deal with your personal information in line with the Data Protection Act 1998.

### **What is the timetable?**

We must receive your paper application no later than the closing dates specified in the Admissions booklets.

### **How do I return the forms?**

Applying on-line is the most secure and reliable way to make your application. All local authorities in London have worked together to make it possible for parents to apply on-line for a school place in London and its surrounding counties. This service is available through the 'Your London' website. Making an application is easy, and should take no more than 10 minutes. The site gives full instructions on its guidance pages as well as a step-by-step presentation to help you make your application. You will need to register with the 'Your London' site by setting up an account with a username (preferably your e-mail address) and password before you can begin your application. Your application becomes valid as soon as you press the 'submit' button on the 'Submit your application' page.

You will then be issued with an application reference number. You should make a note of this information on the relevant section of the Admissions booklet in case you need to refer to it in the future. You can phone us to check that we have received your on-line application, but not paper applications.

### **When will I know the result of my application?**

If you applied by the closing date, we will send you the results by first-class post.

First class post is delivered within two days of posting it. If you apply on-line, you can access your results sooner. Remember, to see your results on-line, you will need your username or e-mail address and password.

If you do not want the place we have offered, you will need to write and let us know what other arrangements you are making for your child's education. If you want to change your preferences or the order of your preferences, you will need to send another paper CAF to the Admissions and Attendance Team. You can get more copies of the form from our website.

### **Can I change the information on my application form?**

You will need to send us a new paper form if you want to make changes to your CAF. The new details that you give us will replace those on your previous form. If we receive any of this information after the closing date, we will treat it as being late, as we offer places based on all information available at the closing date. If you apply on-line, you can change the information at any time up to our deadline for receiving applications. However you apply, your most recent application is the one that we will deal with.

### **What if my application is late?**

If we receive your application after the closing date, we will not consider it in the first round of offers. Instead, we will process it after 3 March in the order we receive the applications (in line with the admission criteria). At this stage, we will have given most places to pupils whose applications we received by the closing date. We will post you a letter in late April to tell you our decision on your application.

In exceptional circumstances, senior officers may consider whether we can process late applications in the first round if there is enough time to process the application. These circumstances include the death of a close relative, or a family recently moving into the area (in which case we need proof). If you send us your application after the closing date but want us to consider it in the first round of offers, please send a letter with your application explaining the exceptional circumstances you want us to consider, together with any supporting evidence. We will make a decision on each case individually.

### **What happens if my circumstances change?**

You will need to contact the Admissions section in your borough if your circumstances change. We offer places based on the information available at the closing date and you may change your preference or the order of your preferences up until that date. If we have given your child a place, we will not withdraw it if your circumstances change (such as your address).

However, if we discover that we have given a place based on false, inaccurate or misleading information, we will withdraw it and may take legal action. We will treat as late any changes to preferences or their ranking, conditions, circumstances or applications we receive after the closing date.

### **What happens after my child is given a school place?**

Once we have given your child a school place, we tell the relevant school. They will contact you later in the summer term to tell you about the admission arrangements and the uniform you need for your child. Some schools will want to interview your child, either with you by appointment at the school given, or at your child's current primary or junior school. This is not part of the application process. It is to make sure your child can move to secondary school as easily as possible.

From September 2008, we will be allocating Reception places, rather than making offers that require your acceptance. We will only withdraw this allocation if you have obtained a school place outside of the borough. Otherwise, you are expected to accept this placement or notify us why you are choosing not to do so, and what arrangements you are then making for your child's education.

**Do I have the right to appeal?  
Barking and Dagenham community schools**

You have a right to appeal to an independent appeal panel if we turn down your application. All the available places for Year 7 at your preferred school would have been distributed in line with the local authority's published admission criteria. No places are left unfilled for any reason, including appeals.

If you decide to appeal, you must fill in the appeal form sent with your results letter. If you live outside the borough, you must contact the Admissions and Attendance Team for an appeal form. You must return the appeal form to the independent appeal panel clerk, whose address is printed on the front of the form. The appeal panel's decision is final and both the local authority (LA) and parents or carers must accept it.

**Voluntary aided school  
(All Saints Catholic School and Technology College)**

If your application is not successful and you want to appeal against not being offered a place in a voluntary aided school, you will need to write to the school to ask for an appeal form, quoting your child's name and date of birth. The school will send you an appeal form and give you details on how the appeal procedure works.

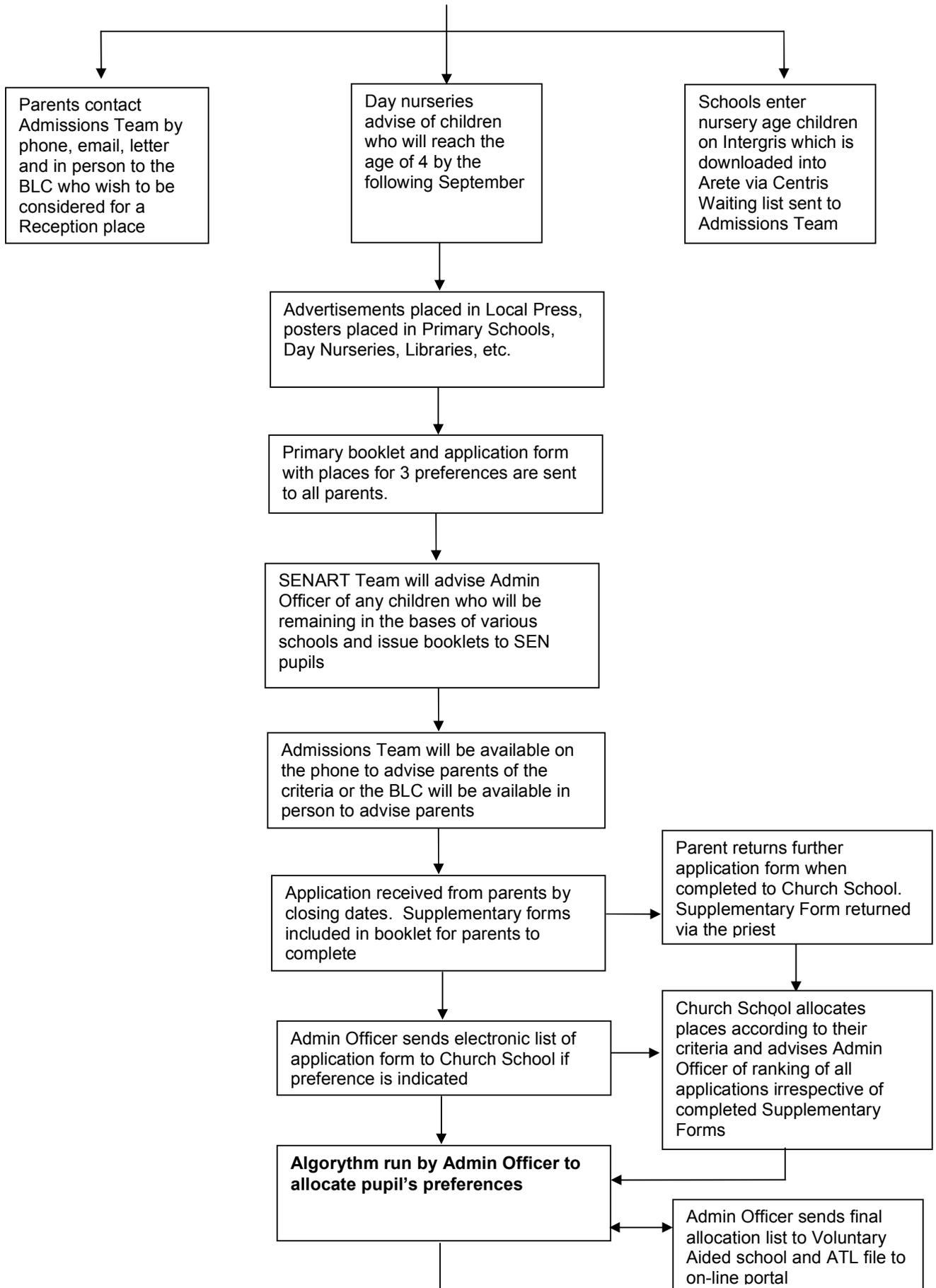
For All Saints School, you appeal to the chair of governors of the school, in writing, within 14 days, giving reasons for the appeal. The Corporate Strategy Department will write and tell you the date of your appeal. The appeal will be heard by an independent appeal panel, which will be made up of three people. None of these people will have any connection with the school. The appeal panel will accept comments in writing or in person at the appeal hearing.

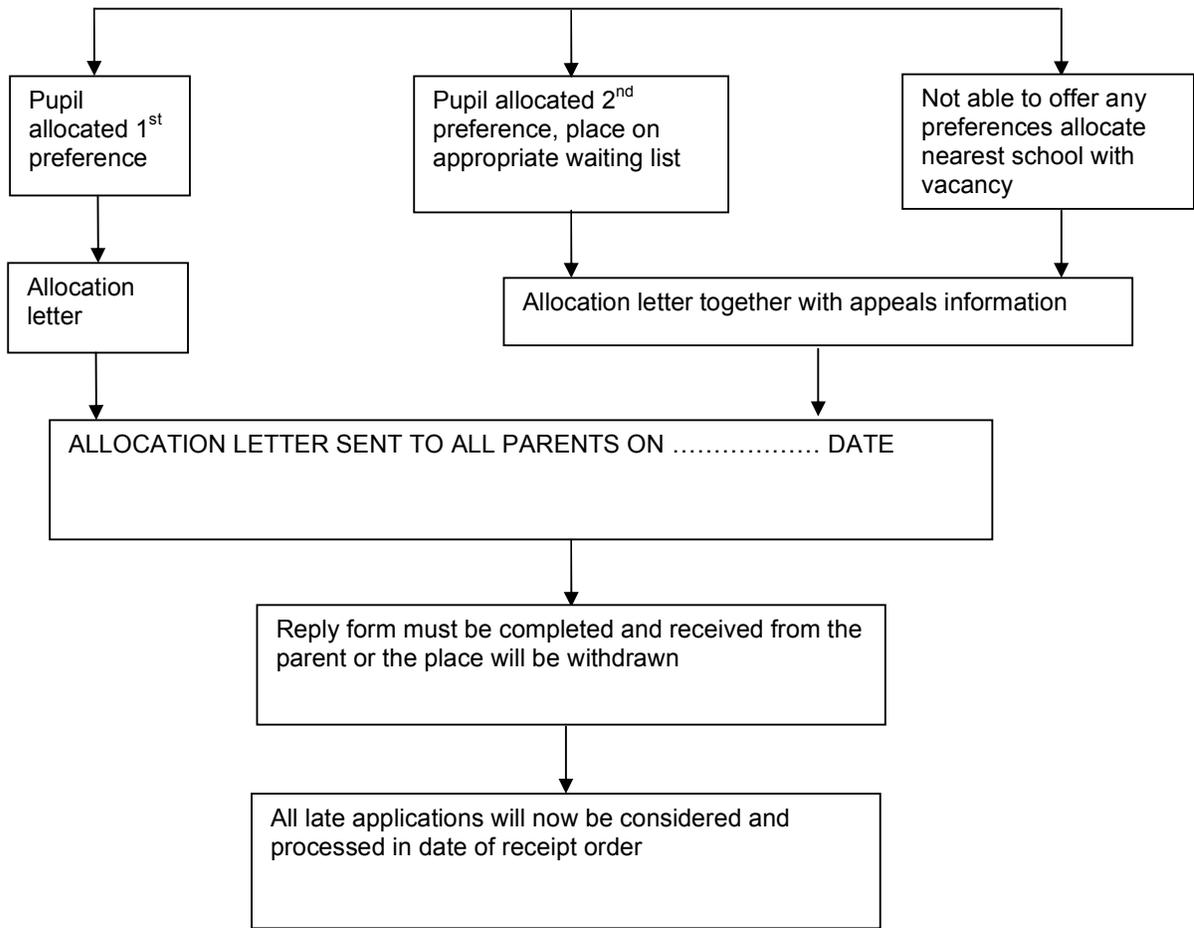
The school will also put your child's name on a waiting list, which will be organised in line with All Saints Catholic School and Technology College's admission criteria.

**Voluntary Aided Junior/Primary Schools**

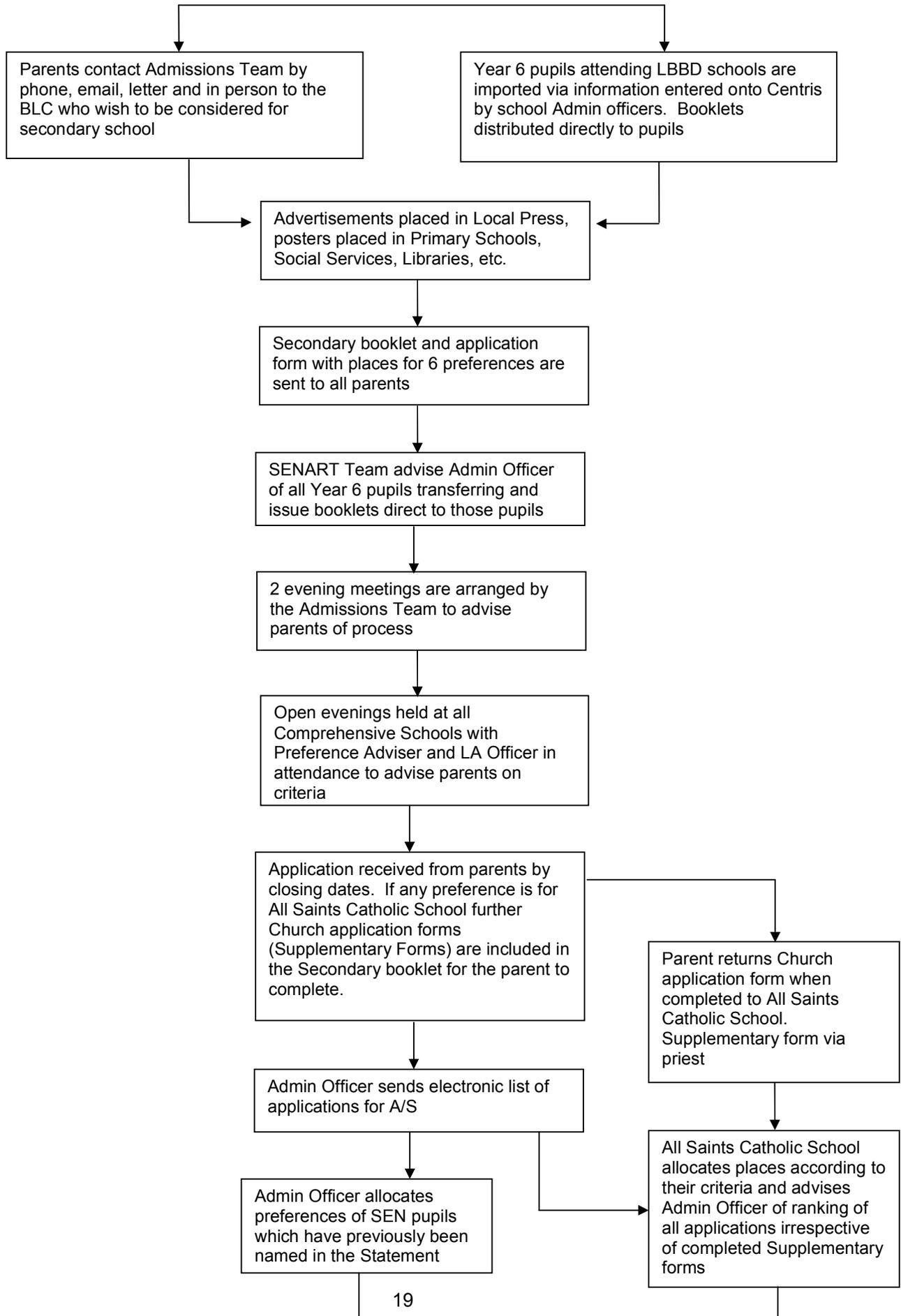
The information re appeals as above is also correct for the voluntary aided junior and primary schools. Please see the information in 'the Road to Learning'.

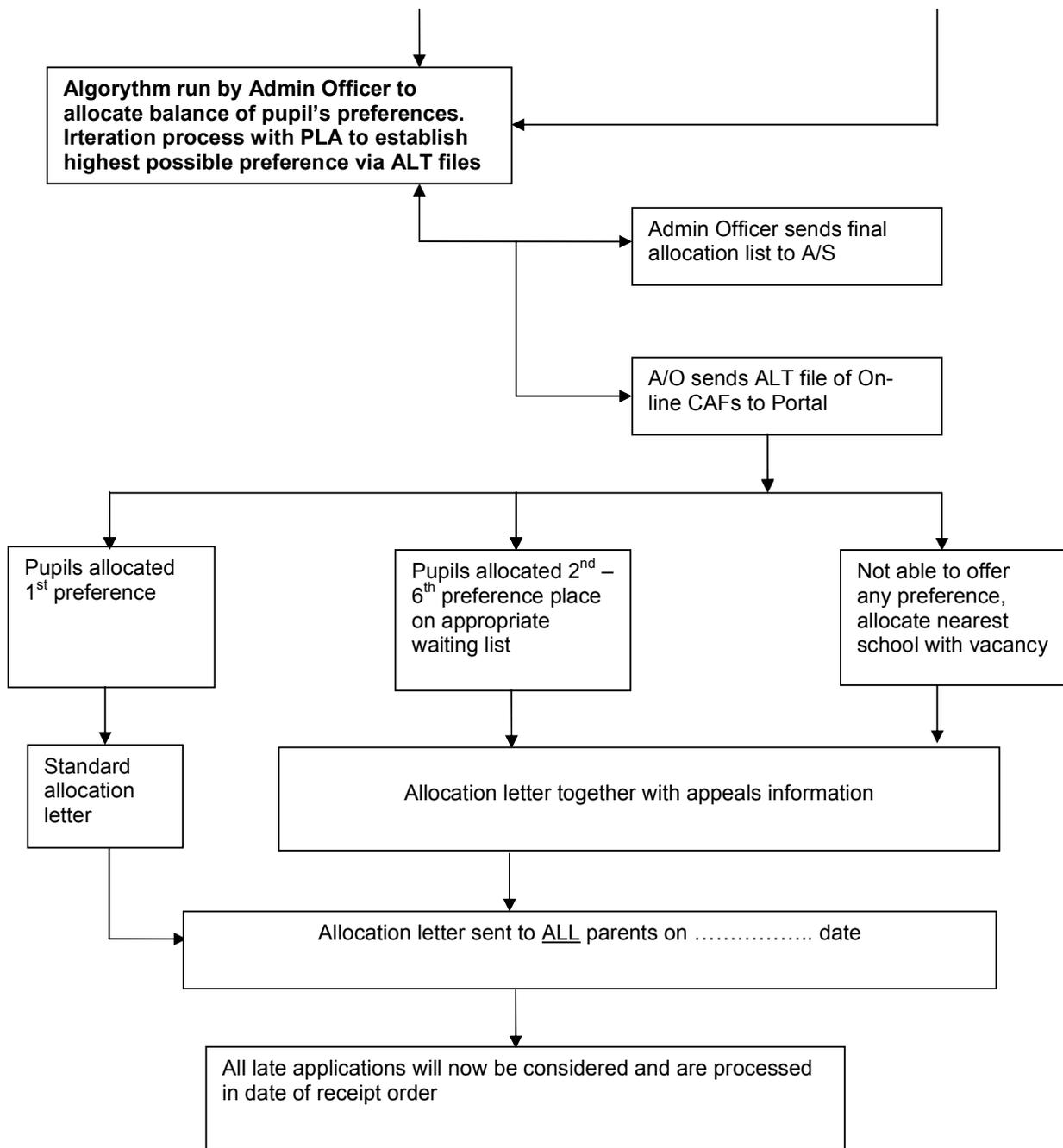
## PRIMARY COHORT ADMISSIONS RECEPTION YEAR





## SECONDARY COHORT, ADMISSIONS YEAR 7





## **Appeals Procedures**

The School Admissions Appeals Code 2008 requires that Secondary Admissions round on time applications and associated appeals **must** be heard by 6 July – Primary must be heard within 30 school days of receipt.

The Admissions Section will work in partnership with schools and Democratic Services to ensure the parents receive a fair hearing at a suitable date.

The admissions officer works within stages during the year covering Cohort Appeals both Secondary and Primary and Casual Appeals.

The parent is issued with an appeal form and a set of guidance notes if they are unsuccessful in gaining their first preference of school for both Primary and Secondary Cohort Admissions. With Casual Admissions during the school year parents must notify the team in writing if they wish to submit an appeal.

Appeal forms are sent direct to Democratic Services who will notify the admissions officer that the parent has lodged an appeal. The officer will consult with schools, Assets and other parties for changes to the master statement and contact the school named on the Appeal Statement for current details reflecting school's position, taking into account appropriate legislation and any changes in the Code of Practice. Once the Statement has been completed it will be sent to Democratic Services who will send to the appropriate panel and parent. The date of the hearing will be set by Democratic Services checking availability of independent panel and presenting officer. The presenting officer will attend the appeal hearing to present case. An opportunity is given to parent to appear in person and make oral representations to clarify or supplement their written appeal.

The presenting officer may question the parent and answer questions put by both the parent and panel members, they will also offer clarification on all aspects of admission procedures.

### **Where parents cannot appeal**

- 1 Where a child has been permanently excluded from two or more schools and at least one of the exclusions took place after 1 September 1997. The requirement to comply with parental preference is disapplied for two years after the second exclusion.
- 2 Where a parent wishes to appeal for a school which they haven't stated a preference for.
- 3 If an appeal has been heard previously for the school in the same academic year.

Democratic Services will write to parent and admissions officer of the decision of the panel. Admissions officer will contact appropriate school.

## **STAGE 1**

### **Preparation**

- 1 Update guidance notes for parents about appeals process with appropriate legislation and any changes in DCSF Codes of Practice and local arrangements if necessary, liaising with managers.
- 2 Update primary/secondary booklets with relevant appeal paragraphs at request of line manager.
- 3 December – March: Prepare registers of appeals for each new academic year on excel document. The register should include columns for Surname, First name, Date of birth, Address, Year group, School appealed for, School offered, date appeal form requested, Date Chief Execs received appeal, Appeal date, Outcome, Notes, LA case proven. *Changes re Arete to be discussed.*
- 4 Check availability of LA's presenting officers over cohort appeal period (April – July). Discuss provisional timetable of cohort appeals in conjunction with Democratic Services (clerk to the appeals panel). Confirmation from Democratic Services should be sent by email/memo of arranged dates. Advise presenting officers of dates and arrange who is going to present on which date.

### **Preparation for 'Master' Appeal Statements**

- 1 December/February – Write to headteacher of each potentially oversubscribed school to request any amendments to the copy of last year's cohort statement. Check that Standard Number, class organisation and room arrangements are the same. Check with Assets section whether references to buildings/facilities/room sizes are still accurate.
- 2 Amend legislation and criteria sections of statement as appropriate.
- 3 Collect details of allocations from cohort admissions officers for master appeal statement for each school as follows:
  - a) Number of places allocated to children with SEN statements.
  - b) Number of applications received by closing date.
  - c) Number of places allocated under each criterion.
  - d) Furthest distance allocated.

Prepare basic paragraphs list covering all recurring scenarios for "LA comments on the application" with details of the last place allocated for the relevant school.

## **STAGE 2**

### **Receiving requests for appeals**

The letter declining a school place will contain a paragraph requesting parents who wish to appeal to write in to us to request an appeal form. Once received, these letters will be directed to the relevant cohort officer, or in the case of casual admissions, the allocations officer, who will send an appeal form and guidance notes to the applicant. The officer will attach the letter to the original paperwork having dated it with the date the appeal form is posted.

### **STAGE 3**

#### **Receiving appeal forms**

- 1 Appellants should return completed appeal forms to Democratic Services section – (clerk to the appeals panel). They write to appellant firstly to acknowledge receipt and later to inform them of the date of the hearing. They forward a copy of the form to the LA appeals officer; stamped with the date that Chief Executive's Office received it. Any queries regarding the timing of the appeal should be referred to the clerk to the appeal panel. Any forms that are returned direct to Children's Services should be forwarded to the Chief Executive's Office. Do not log or act upon the appeal at this stage.
- 2 On receipt of the copy of the appeal form, appeals officer will log details of the appeal in the Appeals Register pertaining to the academic year of entry (not the academic year received). One entry should be made for each school being appealed for by each appellant. Log the 'outcome' as pending at this stage, with no appeal date, as this is subject to change.
- 3 Appeals officer retrieves the original paperwork for appellants and puts a green holding sheet in its place signed out to appeals officer.
- 4 If the appellant is appealing for more than one school make enough copies of the paperwork to provide a full set of papers for each appeal. Attach papers to the rear of the copy of the appeal form and highlight the relevant school being appealed for. File the papers for cohort appeals in alphabetical order of surname in the 'appeals pending' folder for the relevant school until the statement is written. For casual/transfer appeals, file paperwork in 'appeals pending' folder until statement is written.

## **STAGE 4**

### **Producing appeal statement**

- 1 Democratic Services will forward a provisional timetable with date of appeals, names of appellants and schools/year groups appealed for.
- 2 Before writing statement ensure preferred school is full and nearest alternative school has been offered wherever possible. Check that the distances of the preferred and allocated schools are noted on paperwork.
- 3 Appeals officer produces a new statement for individual appeal by updating master copy of appeal statement for relevant school/year group with appellant's details, current pupil numbers, recent allocations with admittance pending and any other changes. Write LA's comments pertinent to appellant's application/case for appeal. Where no master copy exists for the school/year group, a new one should be produced. It is helpful to copy and then appropriately amend a statement for that school/year group that has been used in a previous academic year if one exists. Check former academic year or archive folder to do this.
- 4 Appeals officer sends a copy of all completed statements electronically to Democratic Services by agreed date. About 14 days prior to hearing Democratic Services will write second letter to appellant with complete LA statement as sent by appeals officer.

## **STAGE 5**

### **Withdrawn Appeals**

- 1 Democratic Services will notify appeals officer of any parental requests to withdraw appeals and the reasons; if this is because child moves or is allocated another school outside of the borough, the allocation officer or caseworker should be notified of this as appropriate.
- 2 If a school has not reached its standard number in a particular year group that is being appealed for, the school should be advised by telephone and email that the appellant should be admitted. The LA cannot defend an appeal in this situation and it should not be necessary for the appeal to proceed in accordance with the DCSF Code of Practice. In cases where the school is reluctant to admit a child in this circumstances, refer to line manager.
- 3 If a pupil is allocated a place at the school appealed for before the hearing date, the appropriate allocation officer should notify the appeals officer, who will in turn notify clerk to the appeals panel. The appeal will be withdrawn.
- 4 In cases of all withdrawn appeals, this outcome must be logged on appeal register and if it is a casual admission the paperwork should be filed, otherwise paperwork should be returned to the cohort officer or caseworker as appropriate.

**STAGE 6**  
**Appeal Hearing**

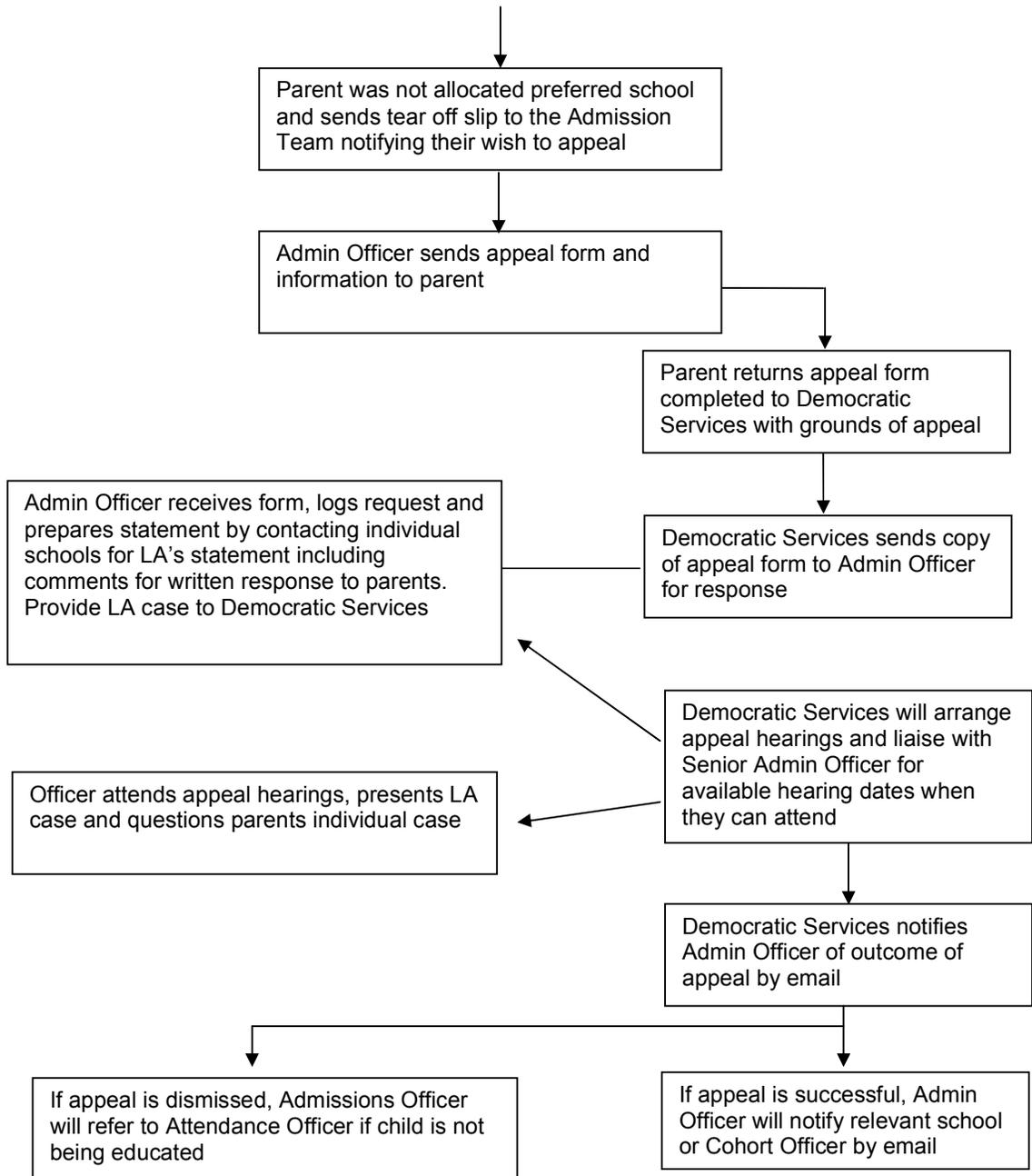
- 1 Democratic Services forwards a final agenda for a particular date's appeals. Appeals officer gives it to LA's presenting officer with the scheduled appellants' paperwork and LA's statements. All paperwork is taken to appeal hearing.
- 2 At the hearing, LA representative attends where the appellant is also attending the hearing and presents LA's case first, then answers panel or appellant's questions on its case. The LA representative can ask questions of each individual appellant on their case after it has been put to the panel. Finally both parties sum up their case; the LA goes first. Both parties leave the hearing together.

## **STAGE 7**

### **Appeal Outcome and follow up**

- 1 Democratic Services notify the LA appeals officer of decisions by email. The appellants and schools (if Voluntary Aided) are notified in writing of the panel's decision within 2 days of the hearing. Appeals officer logs appeal date and decision in register.
- 2 Appeals officer annotates decision on paperwork and returns it to relevant allocation officer or file. Also the appeals officer emails the appropriate cohort/casework officer of the details of successful appellants who will advise schools of the details.
- 3 In the case of casual admissions, the appeals officer writes to or emails the headteacher of the relevant school to confirm details of successful appellant(s), c.c a copy of the casual admissions allocation officer. The pupil's paperwork is then filed in the general filing. Keep all sent emails and file them in the appropriate email decisions folder for the school concerned on outlook.
- 4 Some appellants seek information following appeal. This LA only considers one applications for a child for each school in the same academic year, unless there has been a significant and material change to the family's circumstances relevant to a further application being considered. In this case, the applicant should submit evidence of the change in circumstances or from the relevant professionals in the case of changed medical circumstances. Refer these cases to line manager and then respond accordingly. Where a new application is determined (i.e. a fresh decision is reached) and the application is declined, the applicant has the right to a fresh appeal. Where no application is determined no fresh appeal is available.

## APPEALS



## **ADMISSION PROCEDURES – CASUAL/IN YEAR**

Admission of pupils to Barking and Dagenham schools outside of the school entry processes for Cohort Admissions (Casual).

The Admissions Section will work in partnership with schools to ensure that pupils are admitted to schools within 10 school days.

### Standard Information

The Admission Section will need a standard pupil information format (Casual Admission Pro forma)

### Pupil information

For each incoming pupil, a set of information will be collected which will enable allocation to school, induction to school, or, in the situation where allocation is not immediately possible, decision making by the Additional Needs Panel (ANP).

- Has the pupil been excluded from previous school?
- Is the pupil 'in Public Care'?
- Can the pupil speak/read/write fluent age appropriate English?
- Has the pupil experienced any difficulties at their previous school (behaviour problems, relationship problems with other pupils, medical, home)?
- Date of leaving previous school (break of more than six months in mainstream school).
- Does the pupil have a statement of SEN?
- Does the pupil have a disability (severe or complex)?
- Year 11 student.

The key point for the Admissions member of staff to ascertain is the readiness for school of the pupil. The pupil information collected will be an indicator of readiness.

In all the cases will be subject to ongoing discussions with headteachers, caseworker, SENART, team and Admissions Manager.

### Primary:

Parent should contact direct the school of their preference to obtain admission. However if the parent experiences difficulties in obtaining a place they should contact the Barking Learning Centre (BLC) to complete an application form supplying full information of the pupil. This application will allow the parent to state two preferences and this application will be forwarded to the Admissions Section. They will establish whether the schools of the parent's preference are fully subscribed. If the schools cannot allocate a place they will be asked to add the pupil's name to the waiting list in criteria order. The team will need to allocate the nearest school with a vacancy (NSV) after ascertaining whether the pupil is ready for mainstream school (the pupil's information collected will be an indicator of readiness). The admissions procedures will show clearly which pupil factors imply readiness for school.

## Secondary:

All parents of secondary age pupils should contact the BLC to obtain admission. They will be asked to complete an application form supplying full information of the pupil (as above).

If any of the pupils above are not allocated the school of the parents' preference they will be notified of their statutory right of appeal against any decision of the LA to offer the pupil a place at the NSV by an appropriate letter of allocation within 10 school days.

In all cases if for reasons the pupil is not ready for mainstream school, they will be referred to either a specific section, SENART (if the pupil has severe or complex disabilities) or caseworker. In the case of a school that has reservations for accommodations, the pupil will be referred to ANP. The panel will be the final arbiter of matters relating to the admission of out of school pupils to schools. All these pupils without places will be supported by the caseworker managed by the Admissions Section.

## In-Borough Transfers

Transfers will be limited to the beginning of each term.

- 1 Where a parent has not experienced any material change of circumstances, such as a family relocation, and wishes to transfer between schools in the borough, they collect a transfer form (blue) from the current school, complete, get signed by the current Headteacher and send to the Admissions Team. The Admissions Team will add the pupil to the appropriate place on the waiting list using the published criteria.

At the agreed date at the end of term, should there be any vacancies, they will be filled by pupils at the top of this waiting list. If the pupil can be allocated a place, an appropriate letter will be sent. At the closing of the process, each term the waiting list will be erased. If the parent can not be allocated and wishes to remain on the list for consideration for the next term they must write to confirm this.

- 2 Where a parent has experienced other material changes in circumstances, and wishes to transfer to another school within the borough immediately they collect a (green) transfer from the school, complete giving full details why the transfer should be considered outside the normal processes, get signed by the current Headteacher and send to the Admissions Team. All these cases will be considered and investigated. If it is felt that a transfer would be in the interest of the child and a vacancy is available at the parents' preferred school this will be agreed outside the process and an appropriate letter will be sent out.

## Admission to School

If you have moved into the London Borough of Barking and Dagenham and you wish to apply for a place at one of our primary schools, you may go direct to that school to apply, or you may apply at this department. However, you must apply for a place at our secondary schools, at this department.

If you wish to apply for a place at either our primary or secondary schools you will need to fill in a casual admission form. One form is needed for each child. We will also need to see original documents showing proof of the child's identification (ID) **and** proof of the parent or carer address.

*We accept the following documents to show the child's identification (ID):*

- Birth Certificate (required if child's name is different from the parent/carer's); or
- Passport (required if child is born outside the UK)

*We accept the following documents to show the parent or carer's address:*

- Council Tax Bill;
- Council Tax benefit dated within the last three months;
- Tenancy Agreement;
- Mortgage Completion Letter; or
- Medical Registration Card

Once all sections of the form have been filled in, the adult with parental responsibility must sign the declaration. You should then bring your form and documents to the Barking Learning Centre for processing. We are open, Monday, Tuesday, Thursday and Friday, 9am to 7pm and Wednesday and Saturday, 9am to 5pm. **As we must see original documents, we can only accept postal applications that are sent by recorded delivery marked for my attention.** If you have any questions, please ask us. If any information is missing on your form, it will delay your application. We should then send you a reply within 10 days of receiving your application and the documents we ask for. If you do not hear from us after this time, please telephone us.

## Important information

If a child is not living with their natural parents and another adult is looking after the child, we need documentary evidence that they are the guardian and have parental responsibility for that child. Evidence includes a will or a court order or statutory declaration. Guardianship only applies if the carer can prove that they have full care and the normal, permanent home is not at their parents' address. Guardianship does not apply when picking up children to and from school, or looking after them until their parents collect them. If guardianship cannot be shown, we will refer the application to social services.

## Other useful services

Children's Information Service – For information and advice about childcare, early education and leisure services for children. 020 8215 3004

Department for Children, Schools and Families (DCSF) – For information, such as performance tables and information on the curriculum. Phone: 0870 001 2345

Email: [info@dcsf.gsi.gov.uk](mailto:info@dcsf.gsi.gov.uk) Website: [www.dcsf.gov.uk](http://www.dcsf.gov.uk)

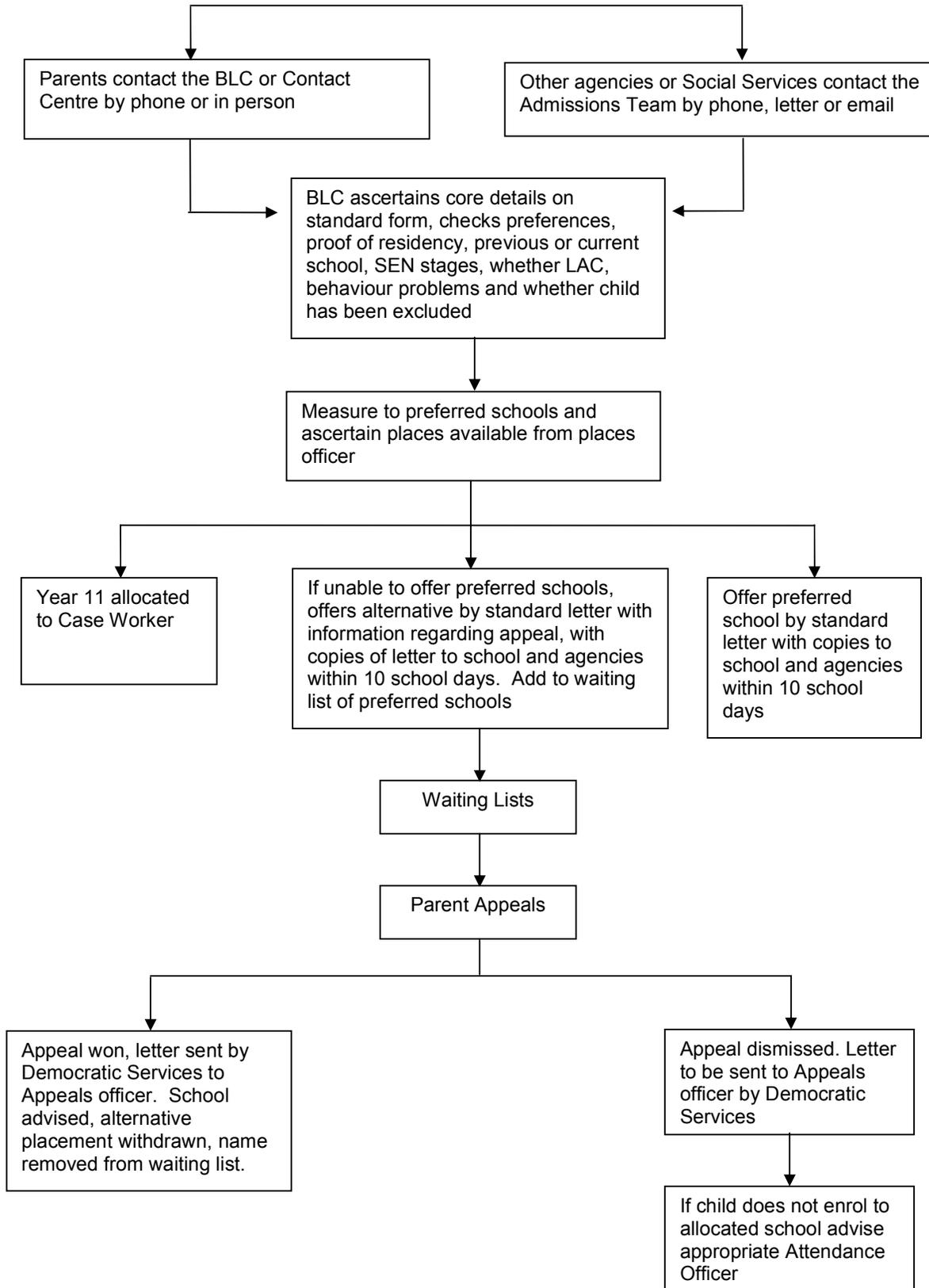
Office for Standards in Education (Ofsted) – For the most recent report of a school's inspection, please visit Ofsted's website at: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

**Children's Services, Admissions and Attendance Section  
Barking Learning Centre, 2 Town Square, Barking, IG11 7NB**

Phone: 020 8215 3004, Fax 020 8227 5541

Email: [3000direct@lbbd.gov.uk](mailto:3000direct@lbbd.gov.uk), Minicom: 020 8227 3180

## CASUAL ADMISSIONS



## Casual admission form

### Child's details

Child's legal surname ..... First name .....

Date of birth     Male  Female Year Group .....

Address: .....  
.....Postcode: .....

Daytime phone number

Other number

Previous address: .....  
.....Postcode: .....

Is the pupil 'in Public Care'?  Yes  No If yes state Authority .....

Social Worker's Name ..... Telephone No. ....

### Present/Previous school details:

Has the pupil ever attended school before?  Yes\*  No

\*Name and address of last school attended.....  
.....Postcode .....

Telephone No. .... Length of time at school .....yrs .....months

Date of leaving..... Is child still on roll? .....

Has the pupil been excluded from previous school  Yes\*  No

\*If Yes  Permanent or  Fixed Term (please tick as appropriate)

Has the pupil experienced any difficulties at their previous school?  
(Behaviour problems, relationship problems with other pupils, medical, home)

.....  
.....

### New School preferences:

Name of school requested: .....

Alternative: .....

If the parent/carer does not wish an alternative placement to be allocated from the school requested and the child is going to continue at their present school, tick here

If the child has a sibling (brother or sister) at the above schools, please give details below:

Sibling Name	Date of Birth	School
.....	.....	.....
.....	.....	.....

The information collected on this form may be passed to schools either inside or outside the borough or to other Local Authorities as part of the admissions procedure. The information will be passed to the school to which the child concerned is finally allocated, where it will form part of the pupil database maintained by that school. Any personal information you provide will be dealt with in accordance with the requirements of the Data Protection Act 1998.

**Ethnicity details:**

**White**

- British
- Irish
- Traveller of Irish Heritage
- Gypsy/Romany
- Any other White background

**Mixed**

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background
- Chinese

**Asian or Asian British**

- Asian or Asian British - Indian
- Asian or Asian British - Pakistani
- Asian or Asian British - Bangladeshi
- Asian or Asian British-Any other Asian

**Black or Black British**

- Black or Black British - African
- Black or Black British - Caribbean
- Black or Black British-Any other Black
- Any other ethnic Group
- I do not wish an ethnic background category to be recorded

**Children with special needs or a disability:**

Does your child have a full statement of special educational need? Yes  No

Does your child have a disability? Yes  No

If 'Yes', please give details: .....

.....

**Non UK applicants:**

Country of Origin ..... First Language .....

Does the family have refugee status?  Yes  No

Can pupil speak/read/write fluent English?  Yes  No

**Declaration and signature of parent or carer:**

I the undersigned confirm that the information given is true to the best of my knowledge. I understand that if it is proved that a place has been allocated on the basis of false, inaccurate or misleading information, the place will be withdrawn and legal action may be taken.

Name ..... Relationship to child .....

(Please Print Name of Parent/Carer)

Do you have parental responsibility for this child?  Yes  No

Signature..... Date ..... Mr Mrs Miss

(Parent/Carer)

**For Office Use Only:**

Date of Completion ..... Officer ..... (please initial)

Notes

.....

Proof of Residence attached  Cil Tax  Ten Agr  Mortgage Agr  Other .....

Proof of ID attached  Birth Crt  Passport  Visa  IND  Imgr Docs  Other .....

